

Purchasing is charged with the responsibility for procuring all materials, goods and services for city departments. Purchasing enforces and ensures compliance with federal and state laws and regulations, city procurement regulations, and city fixed assets reporting and procedure requirements. The division also reviews, authorizes and processes all purchase requisitions and requests for bids and proposals; maintains the city's inventories; operates the motor pool; and disposes of surplus assets.

2003/04 Operational Highlights:

- Reached division goal to reduce inventory levels by 20% at all three supply warehouses.
- Continued to implement Phase II of the Governmental Accounting Standards Board Statement (GASB) #34 requiring municipalities to capitalize infrastructure.
- Capitalized and depreciated new regional dispatch agency equipment as the City's fiscal agent.
- Continued to work with and improve the online fixed asset and inventory system to ensure efficiency and effectiveness in division operations.

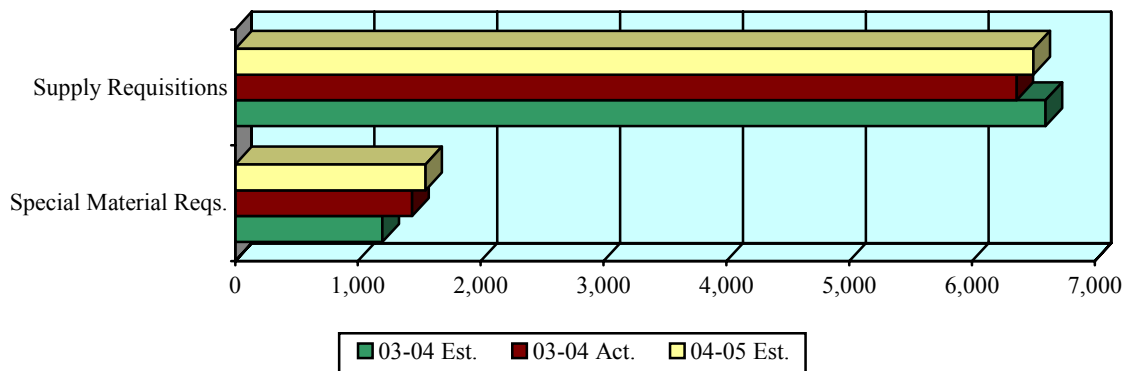
2004/05 Goals and Objectives:

- Update and reprint the City Purchasing Manual to incorporate work in progress (WIP) procedures and clarifications.
- Process all requisitions, bids and proposals in the most professional manner, processing in such a way as to maximize the competitive nature and fairness of each.
- Maintain warehouse functions in an efficient, cost-effective manner.
- Provide a safe and friendly environment for employees.

Budget Commentary:

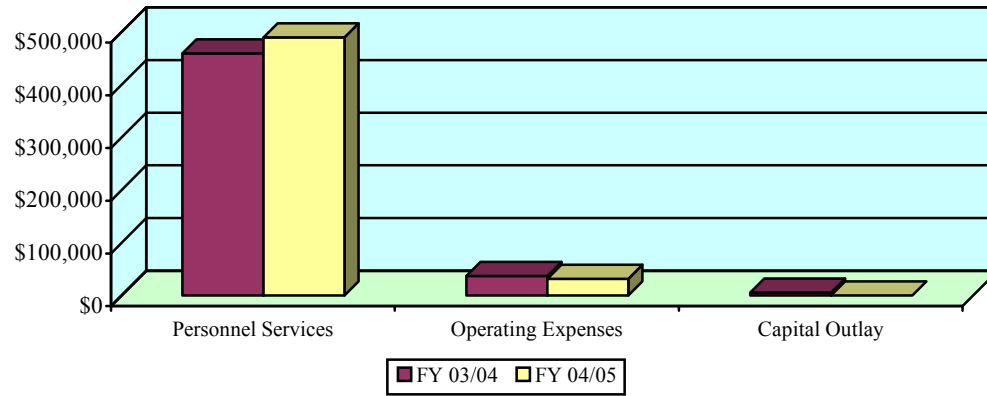
The FY 2004/05 operating budget is supported by the General Fund and provides funding for salaries and benefits for 12 staff members. Also included are the operating expenses for the division and equipment necessary for division operations.

<u>Standard Program Measurements:</u>	<u>03/04 EST.</u>	<u>03/04 ACTUAL</u>	<u>04/05 EST.</u>
1. Number of purchase orders processed	14,000	13,838	14,100
2. Number of supply requisitions processed	6,600	6,364	6,500
4. Special material requisitions	1,200	1,443	1,550
5. Number of requests for bids and proposals	105	108	110



<u>POSITION/CLASSIFICATION</u>	<u>FY 03/04 ACTUAL</u>	<u>FY 04/05 BUDGET</u>
Purchasing Officer	1 – CLFT	1 – CLFT
Accounting Supervisor	1 – CLFT	1 – CLFT
Account Technician	1 – CLFT	1 – CLFT
Administrative Assistant	1 – CLFT	1 – CLFT
Database Specialist	3 – CLFT	3 – CLFT
Grants Writer	1 – TGF	1 – TGF
Supply/Inventory Technician	<u>4</u> – CLFT	<u>4</u> – CLFT
TOTAL:	12	12

EXPENDITURE CLASSIFICATION



	<u>FY 03/04</u> <u>REVISED</u>	<u>FY 04/05</u> <u>APPROPRIATION</u>
Personnel Services	\$ 459,066	\$ 489,381
Operating Expenses	37,035	32,000
Capital Outlay	<u>5,980</u>	<u>0</u>
 TOTAL:	 \$ 502,081	 \$ 521,381